

Head of ITS Procurement and Contract Management

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**Department:** Chief Operating Office

**Section:** ITS  
Intelligent Client Function

**Reports to:** ITS Programme Director

**JE Reference:** COO276

**Grade:** CS14      **JE Date:** 01/12/2020

### Job purpose

The Head of ITS Procurement and Contract Management is responsible for informing and leading in all procurement and contracting processes with world leading delivery partners and technology that will support the successful implementation of the ITS programme which is the largest Technology and Change programme that the Government of Jersey has undertaken in decades and will have a fundamental impact on services provided. It will impact each of our employees, our 6000 suppliers and ultimately every citizen that interacts with government.

Reporting to the Programme Director, the role is fundamental to ensuring the successful delivery of the ITS programme through effective contract management, providing advice and guidance to executive level stakeholders of regarding prioritisation of potential change and recommendation of innovative commercial models. The role requires a deep understanding of contracts and the services provided that will enable detailed and complex pricing negotiations with delivery partners, programme partners and software vendors that could potentially impact on licensing fees and have contractual implications.

### Job specific outcomes

- Lead the commercial, legal, financial and software negotiations with market leading Bidders and software vendors , identifying opportunities to deliver value and ensuring alignment with Government needs and achieving win-win outcomes.
- Provide procurement process subject matter expertise, scrutiny over and guidance on commercial activities throughout all stages of the procurement life cycles, ensuring best practice at every stage and successful transition off legacy supplier contracts into operations
- Establish and Improve supplier relationships and understanding of bidder commercial models by ensuring consistency of GoJ commercial resource throughout the commercial process and proactively identifying and avoiding commercial disputes that put the programme at risk.
- Identify, manage and mitigate commercial risk through a highly complex contractual framework with significant change and analysis of pricing models ensuring suppliers are not at financial risk through close working relationships between supplier(s) and GoJ,

- Ensure transparency and scrutiny of all costs relating to change in scope and challenge on GoJ behalf to ensure maximum value for money is always being achieved and integrity of the financial envelope for ITS is maintained throughout the terms of the contracts.
- Establish and maintain the interface role for GoJ to critical suppliers, with responsibility for direct interaction with Government Ministers and internal and external scrutiny bodies on this topic
- Ensure legal compliance through liaison with the Law Officer Department and external legal partners where appropriate
- Ensure compliance to contracts by exerting effective supplier performance management and contract management, while Identifying and managing opportunities for cost reductions within the contract scope.
- Oversee procurement compliance and audit activities to ensure alignment to procurement and contract processes and policies, and to hold suppliers to account to deliver to contract and commercial terms.
- Ensure that software licence pricing remains relevant to meet business needs and in conjunction with colleagues in Modernisation and Digital that licences are not procured out of line with business requirements and that charges are not raised for licences not in use.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level in a subject with a high degree of analytical or numerical content or demonstrate such a level of equivalent qualifications and experience.</p> <p>Member of the Chartered Institute of Purchasing and Supply (or equivalent professional body)</p>	

<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Strong commercial acumen with thorough knowledge of procurement processes, including an understanding of contract and commercial law.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Highly experienced in all aspects of procurement, supply chain and contract management, vendor and supplier relationship management and commercial management.</p> <p>Strategic management and leadership skills translating strategic intent into measurable, effective performance, e.g. CMI L7</p> <p>Experienced in leading supplier negotiations to ensure value for money and optimum commercial outcome.</p> <p>Experienced in influencing stakeholders to encourage commercial best practice is adopted by those initially unfamiliar with GoJ procurement processes.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong leadership and management qualities, providing guidance within the Programme Team in a highly complex and ambiguous environment.</p> <p>Excellent interpersonal skills with proven ability to deliver successful outcomes working with dispersed teams.</p>	

	<p>Ability to communicate, both verbally and visually, complex commercial concepts to audiences with varying levels of commercial comprehension.</p> <p>Work with Finance to ensure reporting and accounting for expenditure is accurate and timely recorded, and expenditure decisions are underpinned by appropriate financial advice.</p> <p>Ability to bring people together and work towards a single outcome or goal, in alignment with the OneGov and Team Jersey ethos..</p> <p>Ability to build and manage effective stakeholder relationships.</p> <p>Good organisational skills with excellent time management, especially working under pressure.</p> <p>Able to set and work to short- and long-term objectives, and considers influences that may impact on the programme in the long term</p>	
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<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of postqualification experience).</i></p>	<p>A track record of effectively building and maintaining relationships with internal / stakeholders and customers and key partners within the technology and consultancy sectors.</p> <p>Experience of pro-actively managing procurement, contract management and delivery risk.</p> <p>Experience in change management and technology procurement.</p> <p>Experience in negotiation with multiple suppliers, their deliverables and milestones whilst delivering to one vision.</p>	<p>A track record of working in a complex, regulated and political environment.</p>
<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>		

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 3 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

**This next section is for Job Evaluation purposes only (Please remove everything below this point when using the JD elsewhere e.g. for recruitment / consultation purposes)**

### Additional job information

#### Specific to the role